



Job Announcement

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RE-POST

Opening Date:	May 7, 2009	Closing Date:	May 22, 2009
Job Title:	Family Assistant	Position Type:	Regular Full Time
PIN:	085688, 060030	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J6 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular state employees subject to promotion/demotion policy

Essential Functions: Works in all areas of the Family Department. Processes and maintains family case files by reviewing pleadings, typing docket information and establishing case file folder for the documents. Assists the public and attorneys by providing information about the status of cases or about Clerk's Office procedures, both at the counter and by telephone. Prepares family summonses and other writs by typing proper entries. Creates and indexes new cases.

Education: High school diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to review comments and notations and record essential information. Ability to review and interpret documents and follow procedure manuals. Knowledge and ability to apply job-related terminology and to apply policies, procedures, rules, regulations and laws as required. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alpha and numeric data entry test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.